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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPD 1000.3E**

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Request Notification of Change (NASA Only)

Subject: The NASA Organization w/Change 15**Responsible Office: Associate Administrator**[| TOC](#) | [ChangeLog](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#)
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Chapter 1: General Provisions

1.1 Organizational Standards.

1.1.1 The Administrator decides the overall mission and organizational structure of the Agency.

1.1.2 The Deputy Administrator approves changes to mission statements and organizational charts for the Office of the Administrator, the Office of the Inspector General, the Mission Support Directorate, and all Headquarters Offices not listed in section 1.1.3 below.

1.1.3 The Associate Administrator approves changes to mission statements and organizational charts for the Office of Safety and Mission Assurance, the Office of the Chief Engineer, the Office of the Chief Technologist, the Office of the Chief Scientist, the Mission Directorates, and the Centers.

1.1.4 Changes to mission statements and organizational charts for Technical and Service Support Centers will be approved by the Deputy Administrator or the Associate Administrator, depending on the Centers' reporting structure.

1.1.5 The Officials-in-Charge of Headquarters Offices (OICs) and Center Directors will approve their mission statements and organizational structures below the level shown on the organizational charts identified in Chapters 4 and 5. The corresponding organizational charts will be maintained by the OIC or Center Director.

1.1.6 Organizational processes, such as ad hoc or temporary advisory groups or positions, will not be identified on the organizational charts. Special working relationships with other organizations will be described in the Special Relationships paragraph of the mission statement but not shown on the organizational chart.

1.1.7 Affected parties, including Congressional committees, employees, officially recognized employee unions, suppliers, customers, and supporting organizations should be notified of significant aspects of the organizational change process.

1.2 Terms.

1.2.1 Installations.

1.2.1.1 Headquarters is composed of the following:

a. Office of the Administrator. This term includes the following officials:

(1) Administrator.

(2) Deputy Administrator.

(3) Associate Administrator.

(4) Chief of Staff.

(5) Deputy Associate Administrator.

- (6) Associate Deputy Administrator.
- (7) Assistant Associate Administrator.
- (8) Associate Administrator for Strategy and Plans.
- (9) Deputy Chief of Staff.
- (10) White House Liaison.

b. Office of Inspector General.

Mission Directorates.

c. Administrator Staff Offices.

- (1) Office of the Chief Financial Officer.
- (2) Office of the Chief Information Officer.
- (3) Office of the Chief Scientist.
- (4) Office of the Chief Technologist.
- (5) Office of the Chief Engineer.
- (6) Office of the Chief Health and Medical Officer.
- (7) Office of Safety and Mission Assurance.
- (8) Office of Communications.
- (9) Office of Diversity and Equal Opportunity.
- (10) Office of Education.
- (11) Office of the General Counsel.
- (12) Office of International and Interagency Relations.
- (13) Office of Legislative and Intergovernmental Affairs.
- (14) Office of Small Business Programs.

d. Mission Directorates.

- (1) Aeronautics Research Mission Directorate.
 - (2) Human Exploration and Operations Mission Directorate.
 - (3) Science Mission Directorate.
 - (4) Space Technology Mission Directorate.
- e. Mission Support Directorate.
- (1) Office of Human Capital Management.
 - (2) Office of Strategic Infrastructure.
 - (3) Office of Headquarters Operations.
 - (4) NASA Shared Services Center.
 - (5) Office of Procurement.
 - (6) Office of Protective Services.

1.2.1.2 Centers. Primary NASA Field entities, each led by a Center Director. Some Centers have Component Facilities that may be geographically separated from the parent Center. Such facilities are led by a Manager or Head who reports to the parent Center official.

- a. Ames Research Center (ARC).
- b. Armstrong Flight Research Center (AFRC).
- c. John H. Glenn Research Center (GRC) at Lewis Field.
- d. Goddard Space Flight Center (GSFC).

- e. Lyndon B. Johnson Space Center (JSC).
- f. John F. Kennedy Space Center (KSC).
- g. Langley Research Center (LaRC).
- h. George C. Marshall Space Flight Center (MSFC).
- i. John C. Stennis Space Center (SSC).

1.2.1.3 Component Facilities. NASA Installations, with their Component Facilities annotated, are as follows:

- a. Deep Space Network - Goldstone, CA; Canberra, Australia; and Madrid, Spain; (Jet Propulsion Laboratory).
- b. Ground Network at KSC (GSFC).
- c. Michoud Assembly Facility (MAF) (MSFC).
- d. NASA Management Office (NMO) (HQ).
- e. Plum Brook Station (PBS) (GRC).
- f. Space Network (White Sands, NM) (GSFC).
- g. Wallops Flight Facility (WFF) (GSFC).
- h. White Sands Test Facility (WSTF) (JSC).

1.2.1.4 Jet Propulsion Laboratory (JPL). A Government-Owned Contractor-Operated facility (GOCO) that is a Federally Funded Research and Development Center (FFRDC) under the terms of a contract with the California Institute of Technology (CalTech).

1.2.1.5 Technical and Service Support Centers. Technical and Service Support Centers provide specialized technical and administrative expertise and support for the following NASA programs, projects, and operations:

- a. NASA Engineering and Safety Center (NESC).
- b. NASA Shared Services Center (NSSC).
- c. NASA Safety Center (NSC).
- d. Independent Verification and Validation Facility (IV&V).

1.2.2 Officials-in-Charge (OIC) of Headquarters Offices. Listed in the order they appear on the OIC distribution list, the OICs are as follows:

- a. Administrator.
- b. Deputy Administrator.
- c. Associate Administrator.
- d. Chief of Staff.
- e. Deputy Associate Administrator.
- f. Associate Deputy Administrator.
- g. Associate Administrator for Strategy and Plans.
- h. Assistant Associate Administrator.
- i. Deputy Chief of Staff.
- j. White House Liaison.
- k. Chief Financial Officer.
- l. Chief Information Officer.
- m. Chief Engineer.
- n. Chief Health and Medical Officer.
- o. Chief, Safety and Mission Assurance.
- p. Chief Scientist.

- q. Chief Technologist.
- r. General Counsel.
- s. Inspector General.
- t. Associate Administrator for Communications.
- u. Associate Administrator for Diversity and Equal Opportunity.
- v. Associate Administrator for Education.
- w. Associate Administrator for International and Interagency Relations.
- x. Associate Administrator for Legislative and Intergovernmental Affairs.
- y. Associate Administrator for Small Business Programs.
- z. Associate Administrator for Aeronautics Research Mission Directorate.
- aa. Associate Administrator for Human Exploration and Operations Mission Directorate.
- bb. Associate Administrator for Science Mission Directorate.
- cc. Associate Administrator for Space Technology Mission Directorate.
- dd. Associate Administrator for Mission Support.

1.3 Line of Succession. In the following order: Deputy Administrator; Associate Administrator; and Chief of Staff. The process for designating an Acting Administrator is set forth at 5 U.S.C. §3345 et. seq.

1.3.1 Under Section 202(b) of the Space Act, the Deputy Administrator shall act for, and exercise the powers of, the Administrator during his or her absence or disability. In the event that the position of the Administrator becomes vacant, the Deputy Administrator shall serve as Acting Administrator immediately and automatically upon occurrence of the vacancy up to the appointment of a new Administrator, Presidential action under the Vacancies Reform Act, 5 U.S.C. §3345, or the expiration of authority under the Vacancies Reform Act. If both the Offices of the Administrator and Deputy Administrator are vacant or if the Office of the Administrator is vacant and authority for the Deputy Administrator to serve under the Vacancies Reform Act has expired, no individual can serve as the Acting Administrator without Presidential action unless otherwise authorized by law. However, in that event, all authorities of the Administrator that may be legally delegated are delegated to the incumbent official in the following order of precedence: Deputy Administrator; Associate Administrator; Chief of Staff; Center Director for Johnson Space Flight Center; Center Director for Kennedy Space Center; and Center Director for Marshall Space Flight Center. In consultation with the General Counsel, such official exercising authority under this delegation shall also request Presidential action for the appointment of an Acting Administrator.

1.3.2 OICs of Headquarters Offices and Center Directors. Whenever an OIC or Center Director is unable to perform assigned duties, the permanently assigned incumbents of the positions listed in the Line of Succession of each mission statement (Chapters 4 and 5) are authorized to serve, in the order listed, in an acting capacity for the OIC or Center Director and to carry out all functions, powers, and duties of such position, except the duty of the OIC or the Center Director to succeed to any other NASA position, pursuant to laws and emergency authorities.

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